

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.



CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS
VETERANS HOMES OF CALIFORNIA – GREATER LOS ANGELES / VENTURA COUNTIES
NURSE INSTRUCTOR

OPEN SPOT EXAM FOR: SOUTHERN CALIFORNIA
LOCATIONS IN LANCASTER, VENTURA, AND WEST LOS ANGELES

FINAL FILING DATE: CONTINUOUS FILING AND TESTING

SALARY RANGE: \$6,914 - \$8,404

CONTINUOUS FILING INFORMATION: The testing office will accept California State applications (Form 678) continuously and will notify and test applicants on an as needed basis. Eligible lists will be merged.

EXAMINATION ELIGIBILITY LIMIT: The testing period for this examination is 12 months. You may not test for this examination more than once in a testing period.

SUBMIT APPLICATIONS TO: CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS
Human Resources Division
1227 “O” Street, Room 404
Sacramento, CA 95814
ATTN: GLAVC Exams

Submit applications only to address indicated above. Do not submit to the State Personnel Board. State of California applications (Form 678) may be downloaded from the State Personnel Board website at www.spb.ca.gov

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the “Applications for Examination.” You will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of a signed identification to the examination.

EXAMINATION LOCATION: No written test is required. Exam interviews will be held in Los Angeles and/or Ventura Counties.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

NOTE: All competitors must meet the education and/or experience requirements when submitting their application unless there is an early entry feature. It is your responsibility to make sure that you meet the education and/or experience requirements stated below. Your signature on your application indicates that you have read, understood, and possess the basic qualifications.

NOTE: All applications/resumes must include: “to” and “from” date (month/day/year); time base; and class title. Applications/resumes received without this information will be rejected.

Drug Testing Requirement: Applicants for positions in this class are required to pass a drug screening test prior to being hired.

MINIMUM QUALIFICATIONS:

Possession of the legal requirements to practice as a professional nurse in California as determined by the California Board of Registered Nurses. (Applicants who are in the process of securing approval of their qualifications by the Board of Registered Nurses will be admitted to the examination, but they must possess all legal requirements as determined by the Board before they will be eligible for appointments.)

And
Either I

Possession of a valid California standard designated subjects teaching credential with specialization in vocational trade and technical teaching or equivalent credential. (Applicants who do not possess the required credential may take the examination, but before appointment must have on file with the State Department of Education an application to secure the credential and must secure the credential within 90 working days after appointment. After issuance, the credential must be maintained by completion of any examinations and course work required.)

Or II

Two years of experience as a registered nurse in teaching nursing, one year of which must have been in teaching psychiatric nursing in one or a combination of the following settings:

1. In a California state hospital under the direction of a Psychiatric Nursing Education Director. Or
2. In a State hospital or any other state of the United States under the direction of a Nursing Education Director who holds similar qualifications to those employed in California's state hospitals. Or
3. In the California State Veterans Home and Medical Center under the direction of a Nursing Education Director, Veterans Home and Medical Center. Or
4. In a school of professional nursing in any state of the United States which is accredited by a state board. Or
5. In a California Department of Corrections institution under the direction of a Chief Medical Officer, Correctional Facility, or designee.

(MINIMUM QUALIFICATIONS CONT'D ON REVERSE SIDE)

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

NURSE INSTRUCTOR (8154)

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CONTINUOUS FILING

MINIMUM QUALIFICATIONS CONT'D

Or III

Experience: One year of working experience in a nursing classification comparable in level of responsibility to a Registered Nurse, Range B. (Possession of a Master's Degree in Nursing may be substituted for the required experience.) And

Education: Graduation from a recognized college or university.

SPECIAL PERSONAL CHARACTERISTICS: Aptitude for and interest in teaching nursing; sympathetic understanding of patients; emotional stability; patience, tact, and alertness.

THE POSITION: Under general direction, in the Veterans Home and Medical Center, to teach, give training, and provide direction to nursing service staff and student professional nurses in a staff development and continuing education program; and do other related duties.

EXAMINATION INFORMATION: This examination will consist of a qualifications appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of a 70% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.

QUALIFICATIONS APPRAISAL - WEIGHTED 100%

If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his/her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

SCOPE:

A. Knowledge:

1. Advanced knowledge of general and psychiatric nursing principles and techniques in order to plan, organize, and conduct educational courses in general and psychiatric nursing and related subjects
2. Advanced knowledge of medical and psychiatric terminology in order to effectively provide instruction and clearly communicate principles, methods, and techniques involved in general and psychiatric nursing and related subjects
3. Intermediate knowledge of instructional and educational methods and techniques utilized for adults in order to plan, organize, and conduct educational courses in general and psychiatric nursing and related subjects
4. General knowledge of current literature and new developments in the nursing field
5. General knowledge of state laws and regulations governing nursing education and the registry of professional nurses
6. General knowledge of training tools and equipment to assist in the planning, organizing, and conducting of educational courses in general and psychiatric nursing and related subjects
7. Intermediate knowledge of computer programs (e.g., , Microsoft Power Point, Word, Internet resources, Outlook, etc.) in order to perform preparatory research, assemble course material and carry out other job-related duties

B. Ability:

1. Ability to apply the principles, methods, and techniques involved in conducting training courses in general and psychiatric nursing and related subjects
2. Ability to supervise on-the-job training of students in order to ensure effective instruction
3. Ability to evaluate the progress of students in order to assess additional training needs, objectives, goals, and enhance student learning
4. Ability to communicate effectively in order to exchange and/or provide information, and establish and maintain cooperative working relationships
5. Ability to keep records and prepare student evaluations and basic reports in order to effectively document information
6. Ability to demonstrate competency skills of all levels of nursing staff
7. Ability to perform Nurse Instructor duties as assigned, including the transport and set-up of training materials and equipment, etc.
8. Ability to utilize computer programs (e.g., Microsoft Power Point, Word, database programs, email, web based applications and resources, etc.) in order to perform preparatory research, assemble course material and carry out other job-related duties
9. Ability to learn new software programs that will assist in the performance of job-related duties

ELIGIBLE LIST INFORMATION: Names of successful competitors are merged into the list in order of final scores, regardless of date. Eligibility expires after 12 months unless the needs of the services and conditions of the list warrant a change in this period. The resulting eligible list will be used to fill vacancies at the Veterans Homes in Lancaster, Ventura, and West Los Angeles.

VETERANS PREFERENCE: Veterans preference credit will be added to the final score of all competitors who are successful in this examination and who qualify for and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS.

NURSE INSTRUCTOR (8154) 9VALH CONTINUOUS FILING
OPEN SPOT EXAM FOR SOUTHERN CALIFORNIA (LOCATIONS IN LANCASTER, VENTURA, AND WEST LOS ANGELES)

GENERAL INFORMATION

It is the candidate's responsibility to contact the California Department of Veterans Affairs Human Resources Division at (916) 653-2535 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

The Department of Veterans Affairs reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Location: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews will be scheduled throughout the State at the Veterans Homes of California, the Department of Veterans Affairs headquarters and/or district office regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire from one to four years unless otherwise stated on this bulletin.

Promotional Examinations only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the information counter of State Personnel Board Offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Veterans Preference: Veterans Preference Points are awarded in open and open nonpromotional entrance examinations requiring less than college graduation and two years of experience. In OPEN examinations, eligible veterans, widows/widowers of veterans, and spouses of 100% disabled veterans receive 10 points. Eligible disabled veterans receive 15 points. In OPEN NONPROMOTIONAL examinations, eligible veterans receive five points. Eligible disabled veterans receive 10 points. Individuals who receive veterans points are not eligible for career credits pursuant to Sections 18950.1, 18951. NOTE: No veterans preference points will be allowed once a veteran achieves permanent civil service status. Directions to apply for Veteran's Preference Points can be found on the Veterans Preference Application Form (Std. 1093), which is available from the State Personnel Board, P.O. Box 944201, Sacramento, CA 94244-2010, on the Internet, and through the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school on a year-for-year basis.

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.